

Job Description: WAREHOUSE INVENTORY SUPERVISOR
CENTRAL WAREHOUSE / CENTRAL VEHICLE SERVICE COORD
(ROAD & BRIDGE)

CLASS NO. 2119

EEOC CATEGORY: Skilled Craft Workers

PAY GROUP: 16

FLSA: Nonexempt

SUMMARY OF POSITION

Maintains accurate, readily accessible inventory of maintenance parts, materials and equipment, for all Chambers County, Texas, Departments. Duties include issuing supplies; parts for needed repairs; shelving parts or materials; obtaining price quotes for supplies and repair parts. Must be able to operate forklifts for loading or storing supplies, parts, equipment, and materials. These supplies and parts will be for the following departments; Road and Bridge, Maintenance, Parks and Recreation, Mosquito Control, and Solid Waste. This Supervisor will be in charge of supplies to be issued to all custodial employees. Must maintain accurate list of supplies, materials, equipment and parts issued and name of personnel items were issued. Will maintain all service records for County vehicles from ¾ ton down and will notify person when each vehicle is to be brought to the central vehicle maintenance shop for service. These records will be for oil changes, tire rotations, State inspection requirements and repairs performed on the vehicles. These records will be kept using a computer program.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Engineer
2. Directs: Warehouse Inventory Worker
3. Other: Has daily contacts with employees from all departments and has frequent contact with outside private vendors. Must be able to obtain quotes from vendors for items to be kept in warehouse. Will be responsible for ordering supplies and parts.

EXAMPLES OF WORK

Essential Duties*

Purchase Stock and Supplies

Issue parts, materials, equipment and supplies and record to whom issued.

Maintains accurate, up-to-date inventory of equipment and vehicle replacement parts for County vehicles from ¾ ton down.

Maintains service record of all County vehicles from ¾ ton down. Notifies operators and person in charge of vehicles when service is needed.

*For the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
Updated and Approved CC 9/23/2014

Chambers County

CLASS NO. 2119 (Continued)

Operates loaders and forklifts in loading or storing parts, equipment, and materials;

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: warehouse inventory practices and procedures.

Skill/Ability to: maintain accurate inventory of parts, equipment, and materials; safely operate maintenance shop vehicles, including pickup trucks, front-end loaders, and forklifts; establish and maintain effective working relationships with co-workers and private parts vendors; and maintain Texas driver's license applicable to job responsibilities and good driving record.

ACCEPTABLE TRAINING AND EXPERIENCE

Must be able to use computer and Microsoft products – Word, Access and Excel. Have good math skills and good communications skills.

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license.